



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
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MCO 11240.66D
LPC-1
25 Jul 04

MARINE CORPS ORDER 11240.66D

From: Commandant of the Marine Corps
To: Distribution List

Subj: STANDARD LICENSING POLICY FOR OPERATORS OF MILITARY
MOTOR VEHICLES

Ref: (a) TM 11240-15/3
(b) Marine Corps Manual
(c) OPNAVINST 5100.12G
(d) MCO P1700.24B
(e) MCO 1130.53P
(f) MCO P1200.7Z

1. Situation. Establish standard licensing policy for operators of government-owned and/or controlled motor vehicles, including nonappropriated fund vehicles.

2. Cancellation. MCO 11240.66C.

3. Mission

a. Applicability. This Order applies to Military/Federal and contractor's employees. Personnel are not required to possess a U.S. Government Motor Vehicle Operator's Identification Card, OF-346, to operate Government-owned or leased commercial or administrative use vehicles under 10,000 lb gross vehicle weight (GVW), provided they possess a valid State driver's license. License applicants less than 26 years of age must possess documented evidence of successful completion of a Driver's Improvement Course. Personnel operating vehicles rented commercially for performance of temporary additional duty travel or government commercial vehicles less than 10,000 lb GVW must possess a valid State driver's license but are not required to possess an OF-346.

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distribution is unlimited.

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Commands that fall under III MEF are required to obtain a commercial 1 1/2-ton license to drive Government assets in Japan.

b. Non-Federal/Contractor Employees. Non-federal civilian applicants will be licensed per reference (a).

c. Civilian Federal Employees. Civilian federal employees who are required to operate tactical vehicles will be licensed per reference (a).

d. Officers Driving. Per reference (b), authorization for officers to drive government vehicles shall be stringently controlled by all commanders. Officers will not be licensed to operate tactical motor vehicles. However, under combat conditions, an officer may operate a tactical vehicle; i.e., a chaplain may be required to operate a HMMWV while the driver is released to fire a weapon. Additionally, per paragraph 3a of this Order, officers are authorized to operate Government-owned or -leased commercial or administrative use vehicles under 10,000 lb GVW, but should be limited/controlled by their local commanders, provided they possess a valid state drivers license.

4. Execution. The standards and procedures set forth in reference (a) apply to all testing and issue requirements for learner's permits, standard permits, and to licensing transactions involving upgrading, renewing, or issuing duplicate permits (OF-346). The applicable standards and procedures of reference (a) shall be observed and followed by all personnel administering licensing programs per this Order. Licensing programs administered in any foreign country will be per reference (a) and any international agreements between the United States and the host country.

a. Commanders Intent. Commanders shall establish a licensing program per this Order and reference (a). Commanding officers shall initiate and authorize all licensing actions to include suspension and revocation for personnel within their commands.

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b. Concept of Operations

(1) If adequate facilities are not available to support the establishment of a full licensing program, reserve personnel should be licensed during annual training duty using Mobile Training Teams where applicable. A National Driver Register request will be submitted on all personnel per reference (a).

(2) Commanding officers and directors of motor vehicle operator schools will follow the procedures in reference (a) and this Order.

5. Administration and Logistics. The OF-346 will expire 4 years from the date of issue. When issued to civilian employees, the OF-346 shall expire on the expiration date of the applicant's valid State driver's license, but not to exceed 4 years.

a. Civilian Licenses. All civilian OF-346 applicants must possess a current State driver's license that is valid for the class and weight of vehicle which they will be operating. This requirement may be waived for American citizens overseas.

b. Types of Permits Authorized

(1) Learner's Permit. Issued to personnel undergoing training to qualify for the standard OF-346 or to upgrade driving qualifications. Learner's permits are valid only when the holder is accompanied by a licensed driver qualified to operate the vehicle being operated by the learner's permit holder.

(2) Standard Permit. An unrestricted permit issued per reference (c). Extensions are authorized for recruiters, I&I staff personnel, and other personnel on independent duty. This extension is authorized for a maximum of 60 days beyond completion of their tour of independent duty.

(3) Shop Use Permit. Only the Marine Corps Combat Service Support Schools will issue the Shop Use Only License. Other commands can only issue renewals of this license. This license is issued to Marines with MOS 352X only. Shop Use Only license for the military motorcycle is for hard surface roads only and must be annotated on the OF-346 as "hard surface road use only". For upgrade of this license to a standard license, the operator must meet all requirements of reference (a).

(4) Renewal and Upgrades. License renewals and upgrades will be issued per reference (a). All OF-346 license applicants to include incidental operators must possess the HMMWV license prior to obtaining the 7-ton or higher capacity to include 6 months driving experience. All upgrades will be reflected on the OF-346 to include special qualifications. An OF-346 may be renewed 180 days prior to and up to 60 days after the current expiration date. If the applicant's license has been expired more than 60 days, the applicant must apply for a new license per reference (a).

(5) Contingencies and Deployments. Commanders will make every effort to ensure that all OF-346 holders meet all licensing requirements of reference (a) to include the 6-month driving experience before granting upgrades to the OF-346. However, for contingencies and deployments, at the discretion of the commanding officer, the 6-month driving experience requirement for upgrades in reference (a) can be waived. Once commanding officers determine that a waiver is necessary, they will only upgrade personnel who have the most driving experience possible with the vehicle they are currently licensed for.

(6) Status of Forces Agreement (SOFA). Marine Corps Bases (MCB) Safety Offices of each Marine Corps installation shall administer the SOFA program to units on the Unit Deployment Program. Major subordinate commanders (MSC) who possess a licensing identifier code in reference (a) are authorized to administer the SOFA test as necessary. The SOFA testing procedures will be stringently enforced. MSCs will ensure that all vehicle operators receive the appropriate SOFA

test per the requirement of the country they are operating in or deploying to.

(7) Revocation. Commanding officers are authorized to revoke a driver's OF-346. Consumption of alcoholic beverages 12 hours prior to or while operating a government vehicle is strictly prohibited and is in violation of this Order and references (c) and (d). Per reference (d), individuals who pop positive on urinalysis for illegal drug use will receive a minimum of 12 months aftercare. Individuals who are receiving aftercare will only operate a government vehicle at the discretion of the commanding officer. In the interest of safety, individuals receiving aftercare who are required to operate a Government vehicle will be closely supervised.

(8) Suspensions. Any OF-346 holders may be suspended at the discretion of the commanding officer. Commanding officers will confiscate the OF-346 until the suspension period has expired. Additionally, if an OF-346 holder's state drivers license is suspended by civil authority, it is at the discretion of the commanding officer to waive the valid state drivers license requirement.

(9) Reinstatement. At the discretion of the commanding officer, a new OF-346 can be issued. The new OF-346 shall be identical to the previously revoked OF-346. No retesting is required.

(10) Waivers. In pursuit of safety, waivers to the minimum 64-inch and maximum 75-inch height requirements in references (e) and (f) will not be granted. All OF-346 license applicants (to include incidental operators) must meet the height requirements to be licensed on the High Mobility Multi-purpose Wheeled Vehicle, 5-ton truck, Medium Tactical Vehicle Replacement, and larger vehicles.

6. Command and Signal

a. Signal. This Order effective date signed.

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7. Command. This Order is applicable to the Marine Corps Total Force.

A handwritten signature in black ink, appearing to read 'R. Kelly', is positioned above the printed name.

RICHARD L. KELLY
Deputy Commandant
Installations and Logistics

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